



Department of Managed Health Care

JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: June 20, 2001

CLASSIFICATION: Office Technician (Typing)
1 Position Permanent, Full - Time

FINAL FILE DATE: July 6, 2001 or Until Filled

SALARY: \$2348 – 2855 per month (**Free Parking at the new location**)

LOCATION: Office of Health Plan Oversight, Division of Financial Oversight
980 9th Street, Sacramento, CA 95814
7801 Folsom Blvd., Sacramento, CA 95828 (new location effective Aug/Sept)

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Chief, Division of Financial Oversight, the Office Technician performs a variety of difficult and complex secretarial and support duties. The incumbent must exercise a high degree of technical, clerical and office organizational skills; mature judgment; initiative and a high degree of sensitivity and tact. The duties includes processing and screening incoming correspondence (often sensitive and confidential in nature); assisting in maintaining correspondence/compliance/exam report tracking log; maintaining and/or organizing ticklers and files; conducting weekly follow up on all outstanding assignments to ensure that deadlines are met; preparing status reports for management on outstanding assignments; preparing or assisting in the preparation of monthly reports. In addition formatting final examination reports; filing, photocopying, faxing and preparing purchase requests for training, equipment, services and supplies; inputting financial and other information using excel, access, and/or other computer software; compiling financial or statistical information from the financial statement database and other duties as assigned.

DESIRABLE QUALIFICATIONS:

- ✓ Ability to organize and establish workload priorities simultaneously and work under pressure.
- ✓ Exercise a high degree of initiative and flexibility.
- ✓ Ability to work cooperatively and effectively with others.
- ✓ Ability to effectively communicate, both orally and in writing.
- ✓ Dependable, punctual, excellent attendance.
- ✓ Knowledgeable of modern office methods and equipment and experience with personal computers with knowledge of Microsoft Word, Excel, etc.

WHO MAY APPLY: State employees who are currently in the above classification, have list eligibility for appointment, or have transfer eligibility is encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Mark Wright at (916) 324-9026 or CALNET 8-454-9026. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate the RPA # 00-299 under the job title).

SUBMIT APPLICATION AND/OR RESUME TO:

Department of Managed Health Care
Attention: Division of Licensing – Rosemary Stuart
980 9th Street, Suite 500
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929

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AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.